CODE OF CONDUCT

This Code of Conduct encompasses the Core Values held by our organization and are to be reflected toward our co-workers, program participants and community partners for the greater good of Catholic Charities of the Diocese of St. Cloud and the communities we serve.

Accountability
I will...
- Take ownership of my behavior.
- Lead by example, for my coworkers and those I serve.
- Ask for clarification of expectations and communicate when I am unable to meet expectations.
- Hold others responsible for their words and actions.
- Fulfill my job obligations by following through on tasks.
- Be present and on time for my position, recognizing that my team counts on me.
- Be consistent in doing the right thing for the greater good of Catholic Charities.

Compassion
I will...
- Be non-judgmental by walking alongside those with whom I interact and putting myself in others’ situations.
- Show all persons a willingness to help them to be successful.
- Strive to understand others and be of help to them.
- Actively listen to those with whom I interact in my work.
- Show genuine concern for others, responding with care and kindness.
- Be thoughtful and aware, while trying to understand a situation.

Dignity
I will...
- Create an inclusive environment by honoring differences in cultures and abilities.
- Listen to concerns and encourage solutions.
- Listen to and acknowledge the opinions of others.
- Support others autonomy.
- Honor the intrinsic value of all life.
- Respect the right to privacy of all persons.

Hope
I will...
- Exhibit strength and flexibility while encouraging the same in others.
- Remain positive by challenging my negative thoughts rather than ignoring them.
- Assume positive intent and see the good in others.
- Treat each day as an opportunity to work for a better future.
- Empower the full potential of others.
- Actively work on my attitude each day.
- Work toward being resilient especially in challenging situations.

Respect
I will...
- Honor the absent by avoiding gossip and unproductive talk.
- Strive to understand and appreciate diversity.
- Have difficult conversations in a timely manner to minimize conflict.
- Safeguard all spoken and written information.
- Use manners like “please” and “thank-you” to improve relationships and communication.
- Be open to suggestions for improvement and remain teachable.

Service
I will...
- Use positive language and clear communication with all persons.
- Carry out the mission of Catholic Charities to restore social and economic justice.
- Follow and support the decisions of the organization.
- Recognize and respond to unmet needs.
- Practice self-care and treat myself as well as I treat others.
- Be a good steward of resources by maximizing productivity and avoiding waste.

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